

Appendix C:
Rules of Procedure

Adequate Public Facilities Review Task Force Procedures
Approved July 1, 2015

Meetings

- All members are expected to make every effort to attend all meetings. If a meeting is missed, the member will have the opportunity to review the video and materials once they are posted on the website. Those who know they have an unmovable conflict should notify the Chair or Vice Chair in advance.
- During briefings, the presenter will determine how to handle questions – whether during the briefing or at the end.
- The Chair will lead all group discussions.
- Members will be aware of the limited time in the meetings and will therefore express themselves succinctly to allow time for others to share their thoughts and opinions.
- Members shall respect the diverse points of view expressed by fellow members.
- Only appointed members may speak during discussions unless recognized by the Chair or Vice Chair. (Members of the public are welcome to attend, but are not members of the task force and are not entitled to speak.)
- While some members represent specific constituencies, all are expected to be open-minded and keep the best interests of the county as a whole in mind.
- Members who miss an excessive number of meetings may be asked to resign.

Communication outside meetings

- All task force members should check their email regularly and when a response is requested, will make the best effort to provide one within 48 hours.
- Members voicing their opinions outside of the scheduled open meetings should make it clear that they are only speaking for themselves and not for the task force. Only the Chair and Vice Chair can speak for the task force.
- All relevant documents as well as video recordings of each meeting will be posted to the task force page on the county government web site.
- Requests for any documents to be emailed should be sent to the Chair and staff person to the committee so that they can be fulfilled.

Decision Making

I. Vote Composition

- a. Each member named in EO 5-2015 and EO 8-2015 will be afforded a vote on each motion brought before the body, unless a member is designated as a non-voting member in EO 5-2015 or EO 8-2015.
- b. A member may not have a proxy vote in their stead.

II. Vote Procedure

- a. The task force shall work towards consensus in producing its recommendations and report. On issues where consensus or common ground cannot be found, differences of opinion shall be documented in meeting summaries and, as needed, in the task force's report.
- b. After a motion has been proposed and seconded, the Chair shall call for a vote. In order for the motion to pass, two-thirds of the total designated voting members, as named in EO 5-2015 and EO 8-2015, must vote in the affirmative.

Final Report

- The Chair will submit one report to the County Executive.
- The body of the report will document all motions that passed with two-thirds of the total voting members voting in the affirmative. These motions shall serve as the report's recommendations.
- All motions shall display the dissenting votes and a brief explanation of the dissenting opinion.
- An appendix to the report shall be prepared, which will document all motions on which the task force voted.
- As with the recommendations, all motions documented in the appendix shall display the dissenting votes and a brief explanation of the dissenting opinion.